

***** UNCLASSIFIED / *****

Subject: ALARACT 130/2012 - AUTOMATED REAR DETACHMENT REPORT (ARDR) AND REPORTING REQUIREMENTS

Originator: /C=US/O=U.S.

GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA PENTAGON TELECOMMUNICATIONS(UC)/OU=ALARACT RELEASE AUTHORITY(UC)

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Precedence: ROUTINE

DAC: General

To: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/OU=ADDRESS
LISTS/CN=AL ALARACT(UC)

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF
DA WASHINGTON DC//DAPE-MSO//.

SUBJECT: AUTOMATED REAR DETACHMENT REPORT (ARDR) AND REPORTING REQUIREMENTS

A. ALARACT 396/2011, AUTOMATED REAR DETACHMENT REPORT (ARDR) AND REPORTING REQUIREMENTS, 1 NOV 11.

B. AR 220-1, ARMY UNIT STATUS REPORTING AND FORCE REGISTRATION - CONSOLIDATED POLICIES, 15 APR 10.

C. DA PAM 220-1, DEFENSE READINESS REPORTING SYSTEM - ARMY PROCEDURES, 16 NOV 11

D. AR 40-501, STANDARDS OF MEDICAL FITNESS (RAR), 4 AUG 11.

E. ALARACT 236/2011, SUBJECT: SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS), 20 JUN 11.

1. PURPOSE: THIS MESSAGE SUPERSEDES REFERENCE A AND ANNOUNCES IMPLEMENTING INSTRUCTIONS FOR ARDR PROCESSING AND PROCEDURES. THE ARDR REPLACES THE MANUAL REAR DETACHMENT REPORT (RDR).

A. THE ARDR REFLECTS PERSONNEL DEPLOYABLE INFORMATION DERIVED FROM THE ELECTRONIC MILITARY PERSONNEL OFFICE (EMILPO).

B. THE ARDR PROVIDES A COMMON OPERATING PICTURE OF READINESS DATA FOR ALL UNITS.

2. REQUIREMENTS.

A. THE ARDR WILL SERVE AS A MANAGEMENT TOOL TO MONITOR THE READINESS OF ALL UNITS. UNITS SHOULD USE THE ARDR AS A PRIMARY TOOL TO MANAGE PERSONNEL READINESS AND NON-DEPLOYABLES. EFFECTIVE 5 JUNE 2012, HEADQUARTERS DEPARTMENT OF THE ARMY (HQDA), OFFICE OF THE DEPUTY CHIEF OF STAFF (ODCS), G-1 WILL GENERATE AN ARDR ON THE FOLLOWING DEPLOYING OR CURRENTLY DEPLOYED ACTIVE COMPONENT UNITS:

(1) CORPS HEADQUARTERS

(2) DIVISION HEADQUARTERS

- (3) BRIGADE COMBAT TEAMS (BCT)
- (4) COMBAT AVIATION BRIGADES (CAB)
- (5) OTHER UNITS ON DEMAND

THE PERSONEL CONTINGENCY CELL (PCC) WILL GENERATE AN ARDR WEEKLY FROM 180 DAYS PRIOR TO LAD THROUGH RETURN (DEFINED AS MORE THAN 50 PERCENT OF PERSONNEL RETURNED) TO HOME STATION. THE ARDR WILL BE GENERATED FROM EMILPO DATASTORE BY THE PCC EACH TUESDAY NOT EARLIER THAN 1200 EASTERN STANDARD TIME (EST). UNITS WILL NO LONGER SUBMIT MANUAL REAR DETACHMENT REPORTS TO THE PCC EFFECTIVE 5 JUNE 2012.

B. COMMANDERS WILL ENSURE THEIR PERSONNEL OFFICES AND MEDICAL PERSONNEL UPDATE AUTHORITATIVE SYSTEMS OF RECORD, I.E., EMILPO AND MEDPROS, AND THAT THEY ARE AN ACCURATE REFLECTION OF UNIT READINESS, THUS ENSURING THE WEEKLY ARDR GENERATED BY HQDA IS CORRECT.

C. TO MAINTAIN THE INTEGRITY OF AUTHORITATIVE SYSTEMS, UNIT S1 SECTIONS ARE REQUIRED TO ENSURE ALL TRANSACTIONS ARE COMPLETED IN EMILPO. WHILE UNIT S1 SECTIONS WILL NOT UPDATE MEDPROS, THEY ARE REQUIRED TO HAVE ROUTINE LIAISON WITH THEIR SUPPORTING MEDICAL FACILITY OR MEDICAL LIAISON REPRESENTATIVE TO RESOLVE DISCREPANCIES WITH MEDICAL READINESS DATA IN EMILPO. THE ARDR GENERATED BY HQDA EACH TUESDAY MUST BE AN ACCURATE REFLECTION OF UNIT PERSONNEL READINESS.

D. UNITS IDENTIFIED IN PARAGRAPH 2A WILL REPORT WEEKLY TO THE PCC VIA EMAIL, NOT LATER THAN EACH TUESDAY, 1200 EST ALL SCHEDULED SRP DATES AND THE NUMBER OF GENERAL OFFICER APPROVED DWELL WAIVERS.

E. ACOM/ASCC/DRU G-1 WILL ASSIST COMMANDERS TO VALIDATE AUTHORITATIVE SYSTEMS, I.E., EMILPO AND MEDPROS, AND THAT THEY ARE AN ACCURATE REFLECTION OF UNIT READINESS.

F. CORPS/DIV/BDE, G-1/S1 WILL PROVIDE POC INFORMATION (NAME, RANK, PHONE NUMBER, AND EMAIL ADDRESS) OF THE S1 OIC/NCOIC OR CHIEF WARRANT OFFICER FOR UNIT TYPES IDENTIFIED IN PARAGRAPH 2A ABOVE NLT 180 DAYS BEFORE LAD TO THE PCC AT EMAIL: USARMY.PENTAGON-E.HQDA.MBX.PCC-STRENGTH@MAIL.MIL; INCLUDE THE UNIT NAME IN THE EMAIL SUBJECT LINE.

3. GENERAL.

A. COMMANDERS CAN OVERRIDE EXISTING NON-AVAILABLE CONDITIONS USING THE COMMANDER OVERRIDE FEATURE IN EMILPO TO INDICATE SOLDIER'S AVAILABILITY FOR DEPLOYMENT. THESE SITUATIONS WILL BE INDICATED BY ENTERING A NON-AVAILABLE REASON OF "CD" - COMMANDER'S DECISION IN THE SOLDIER AVAILABILITY DEPLOYMENT TRACKING MODULE OF EMILPO. THIS FEATURE WILL SYNCHRONIZE THE ARDR WITH THE COMMANDER'S READINESS ASSESSMENT. EXAMPLES AND GUIDANCE FOR USING THE COMMANDER'S OVERRIDE INCLUDE, BUT ARE NOT LIMITED TO: SOLDIERS WHO HAVE A NON-AVAILABLE STATUS/NON-AVAILABLE REASON CONDITION(S), BUT BASED ON THE COMMANDER'S ASSESSMENT, ARE AVAILABLE FOR DEPLOYMENT. FOR EXAMPLE, THIS CODE WOULD BE USED TO IDENTIFY SOLDIERS WHO REMAINED FLAGGED FOR ADVERSE ACTION, WHO HAVE NOT YET ENTERED THE PUNISHMENT

PHASE BUT WHO ARE AVAILABLE FOR DEPLOYMENT. COMMANDERS MUST EXERCISE CAUTION TO ENSURE THAT ONLY PROPERLY ADJUDICATED CONDITIONS THAT CANNOT BE CLOSED IN EMILPO ARE OVERRIDDEN. IT WILL BE USED TO INDICATE THAT A SOLDIER WILL IN FACT DEPLOY WITH THEIR UNIT REGARDLESS OF OTHER NON-AVAILABLE CONDITIONS THAT MAY BE IN THE SYSTEM. NOTE: THE COMMANDER'S OVERRIDE FEATURE SHOULD NOT BE USED AS A SUBSTITUTE FOR COMPLETING NECESSARY TRANSACTIONS.

B. TO ENSURE ACCURATE AND CONSISTENT REPORTING CAREFUL ATTENTION MUST BE PAID TO NON-AVAILABLE DEFINITIONS. PERSONNEL NON-AVAILABILITY CATEGORY DEFINITIONS ARE AVAILABLE AT:

[HTTP://WWW.ARMYG1.ARMY.MIL/MP.ASP](http://www.armyg1.army.mil/mp.asp)

C. EMILPO STORES MULTIPLE NON-AVAILABLE CODES ON SOLDIERS. ALL NON-AVAILABLE CONDITIONS THAT APPLY TO A SOLDIER WILL BE ENTERED INTO EMILPO. PROGRAMMING LOGIC IS IN EMILPO TO PRIORITIZE NON-AVAILABLE CODES FOR REPORT PURPOSES.

D. REF E REQUIRES COMMAND EMPHASIS TO RESOLVE SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS) IN A TIMELY MANNER. WITH THE EXCEPTION OF SOLDIERS FLAGGED FOR DRUG OR ALCOHOL ABUSE, SOLDIERS WHO ARE FLAGGED FOR ADVERSE ACTION (INITIAL REPORT) ARE AUTOMATICALLY CODED AS NON-AVAILABLE FOR DEPLOYMENT; COMMANDERS HAVE THE FLEXIBILITY TO OVERRIDE THE NON-AVAILABLE CODE FOR THIS REASON OR ANY OTHER REASON WHEN IN THE COMMANDER'S ESTIMATE THE SOLDIER IS AVAILABLE TO DEPLOY. FOR SOLDIERS FLAGGED FOR DRUG AND ALCOHOL ABUSE A MANUAL NON-AVAILABLE ENTRY (LZ, PENDING MILITARY OR CIVIL COURT ACTION) IS REQUIRED IF THE SOLDIER IS CONSIDERED NON-AVAILABLE; A FUTURE RELEASE OF EMILPO IN CONJUNCTION WITH FLAG POLICY CHANGES WILL AUTOMATE THIS PROCESS.

E. EMILPO CAN BE USED TO RECORD REMARKS THAT PROVIDE ADDITIONAL INFORMATION REGARDING A PARTICULAR NON-AVAILABLE REASON. REMARKS STORED IN EMILPO WILL AUTOMATICALLY BE REFLECTED ON PERSONNEL DETAIL 3 WORKSHEET OF THE ARDR.

F. SUMMARY OF KEY POINTS. 1) THIS MESSAGE ANNOUNCES THE EFFECTIVE DATE FOR ARDR PROCESSING, 2) EFFECTIVE 5 JUNE 2012, THE ARDR WILL REPLACE THE MANUAL REAR DETACHMENT REPORT, 3) A COMMANDER'S OVERRIDE FEATURE HAS BEEN ESTABLISHED IN EMILPO, AND 4) ACOMs, ASCCs AND DRU G1s WILL ASSIST COMMANDERS TO VALIDATE AUTHORITATIVE SYSTEMS.

4. ARDR PROCESSING INSTRUCTIONS CAN BE FOUND AT:

[HTTP://WWW.ARMYG1.ARMY.MIL/MP.ASP](http://www.armyg1.army.mil/mp.asp)

5. POINT OF CONTACT FOR ARDR POLICY IS CW5 ANDRE DAVIS SR., DSN 225-8002, COMM 703-695-8002 OR MR. MARK BEDINGFIELD AT (703) 693-2426. HQDA PCC POINT OF CONTACT FOR REPORTING REQUIREMENTS IS LTC ANA CHRISTIAN, DSN 222-3202, COMM 703-692-3202 OR LTC PAUL AMOS, DSN 222-3193, COMM 703-692-3193. POINT OF CONTACT FOR EMILPO IS THE LOCAL SUPPORTING BRIGADE S1/INSTALLATION PERSONNEL AUTOMATION SECTION (PAS). CURRENT PAS POCs CAN BE FOUND AT URL:
[HTTPS://EMILPO.AHRS.ARMY.MIL/](https://emilpo.ahrs.army.mil/) THEN GO TO FIELD USERS GUIDE/FAQ AND SELECT PAS POC SEARCH.

6. EXPIRATION DATE CANNOT BE DETERMINED.